

## **EDITED TASK LISTING**

### **CLASS: Chief Psychologist, Correctional Facility**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Evaluate behavioral problems and mental disorders of inmates in order to determine the inmate's level of functioning (e.g., diagnoses, medication and program compliance, mental status exam, appropriate level of care, etc.), provide status reports and/or recommendations, and make appropriate referrals (e.g., psychiatric, medical, custody staff, etc.) utilizing Unit Health Record (UHR), custody reports/written documents (e.g., progress notes, Central File [C-File]), information from other staff, interviews/direct observation, professional knowledge and experience, the Mental Health Tracking System (MHTS), etc. in response to referrals from Health Care Services Division (HCSD), custody, concerned relatives, etc.
<b>2.</b>	Delegate appropriate staff to evaluate behavior problems and mental disorders of inmates in order to ensure that inmates are evaluated and treated appropriately and provide status reports and other recommendations utilizing staff (e.g., Senior Psychologist, Senior Psychiatric Social Workers, etc.), MHTS, etc. in response to referrals from Health Care Services Division (HCSD), custody, concerned relatives, etc.
<b>3.</b>	Ensure that staff classify inmates for the appropriate level of mental health care (e.g., General Population [GP], Correctional Clinical Case Management System [CCCMS], Enhanced Outpatient Program [EOP], Mental Health Crisis Beds [MHCB], Department of Mental Health [DMH], etc.) in the institution's housing units, based upon their mental disorders and/or developmental disabilities in order to provide the appropriate level of care and treatment (e.g., individual/group therapy, psychiatric medication, case management, etc.) in the least restrictive environment and comply with laws, rules, regulations, and Federal mandates (e.g., Coleman, Clark, etc.), etc. utilizing professional knowledge and experience, Mental Health Services Delivery System [MHSDS] program guide, laws, rules, regulations, and Federal mandates, etc. on a daily basis.
<b>4.</b>	Participate in various meetings/committees/teams (e.g., institution staff, executive staff, Quality Management Committee [QMC], Quality Improvement Team [QIT], mental health Interdisciplinary Treatment Teams [IDTT], Institution Classification Committee, Unit Classification Committee, etc.) in order to develop policies and procedures, represent HCSD/mental health department, provide two-way communication with various disciplines and executive staff, provide mental health input, recommendations, and expertise in the diagnosis, care, and treatment of inmates, etc. utilizing effective communication skills, staff expertise, professional knowledge and experience, laws, rules, regulations, court mandates, Department Operations Manual (DOM), Title 15 and 22, MHSDS program guidelines, custody reports and written documents (e.g., UHR, progress notes, C-File, etc.), clinical interviews and direct observations, etc. as determined by court mandates, dictated by the local governing body, and/or required by departmental policies and procedures, etc.

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5.	Lead the Mental Health Quality Management Subcommittee for the institution in order to coordinate multiple mental health department functions (e.g., suicide prevention committee report, audits results, Coleman compliance, Emergency Response Review Committee report), to comply with the quality management process as developed by HCSD, develop and monitor progress of the institution's Quality Improvement Team (QIT), identify problems and provide recommendations for senior staff and/or HCM, report data to QMC on mental health issues utilizing program evaluation skills, meeting organizational skills, group facilitation skills, effective communication skills, knowledge of the mental health unit functions and their policies and procedures, etc. in compliance with departmental policies.
6.	<b>Manage the mental health staff and equipment allocation (e.g., contract staff/ registry expenditures, vacancies/positions, equipment, supplies, etc.) in order to provide fiscally responsible information (e.g., projections, current costs, staffing vacancies, justify expenditures, etc.) to the HCM, etc. utilizing various forms and reports (e.g., vacancies, registry, etc.), staff (e.g., supervisory, budget and contract analysts, personnel specialists, etc.), and knowledge of the department's budgetary and financial processes, etc. as needed.</b>
7.	<b>Prepare written documents (e.g., Corrective Action Plans [CAP], Management Report for QMC, correspondence, reports, etc.) in order to provide various data/information to court monitors, HCSD and institution staff, and others, comply with court mandates, laws, rules, regulations, HCM requests, etc. utilizing a desktop computer, effective written communication skills, staff expertise, professional knowledge, laws, rules, regulations, etc. as needed.</b>
8.	<b>Manage recruitment of professional staff in order to fill departmental vacancies with qualified personnel by having staff represent the department at job fairs and professional conferences, write advertisements and letters to colleagues, publish in professional journals, etc. utilizing staff, effective communication skills, knowledge of the entire department, etc. as needed.</b>
9.	<b>Recruit professional staff in order to fill department vacancies with qualified personnel by representing the department at job fairs and professional conferences, writing advertisements and letters to colleagues, publishing in professional journals, etc. utilizing effective communication skills, recruitment techniques, knowledge of the entire department, network of colleagues, etc. as needed.</b>
10.	<b>Manage the statewide psychology intern training program in order to train psychology interns utilizing alliances with the colleges and universities, knowledge of budgets and personnel, program development and program evaluation skills, effective communication skills, supervisory skills, etc. as needed.</b>

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<b>11.</b>	Direct the work of senior staff (e.g., Senior Psychologists, Senior Psychiatric Social Workers, etc.) with regards to their supervision of clinical staff functions (e.g., diagnosis, treatment, therapy, classification of inmates, etc.), audits (e.g., chart audits, program analysis, peer review, Coleman, Clark, and QMAT audits etc.), personnel functions (e.g., recommend candidates for hire, adverse actions, training, performance evaluations, timesheets, etc.), and safety and security functions (e.g., carrying personal alarm device, supervising inmates, reporting potential escapes and contraband, following tool control/key control procedures, etc.), etc. in order to ensure compliance with MHSDS program guidelines, departmental policies and procedures, court mandates, laws, rules, regulations, standard employment policies, departmental safety and security regulations, etc., to ensure that line staff or supervisory staff conduct and review audits correctly, and to provide supervisors and staff with the information needed to function in an institutional work environment, etc. utilizing effective communication, training, and supervisory skills, ongoing training and development, knowledge of MHSDS program guidelines, departmental policies and procedures, forms, court mandates, laws, rules, regulations, standardized audit tools, research techniques, standard personnel practices and policies, information from custody staff and in-service training, etc. as needed.
<b>12.</b>	Perform personnel functions (e.g., recommend candidate for hire, develop interview questions, arrange interview panels, perform adverse action and performance evaluations, review timesheets and vacation requests, etc.) in order to comply with standard employment policies, departmental policies and procedures, SPB and DPA laws and rules, etc. utilizing effective communication skills, standard personnel practices, departmental forms, knowledge of standard employment policies, departmental policies and procedures, SPB and DPA laws, rules, regulations, Title 22, etc. as needed.
<b>13.</b>	Develop policies and procedures related to mental health care (e.g., MHSDS, etc.) in order to properly administer the mental health care program, coordinate with the institution's custody functions, incorporate the department's mission, standardize functions of mental health care staff throughout all institutions (e.g., Keyhea, Vitek, etc.), to comply with legal mandates, laws, rules, regulations (e.g., Title 15, Title 22, etc.), etc. utilizing professional knowledge and experience, critical thinking, delegation to staff, other documents (e.g., manuals, departmental memos, other agencies' documents, etc.), etc. as needed.
<b>14.</b>	Implement departmental policies and procedures related to mental health care (e.g., MHSDS, etc.) in order to properly administer the mental health care program, coordinate with the institution's custody functions, incorporate the department's mission, comply with various legal mandates, laws, rules, regulations (e.g., Coleman, Clark, Title 22, etc.), etc. utilizing professional knowledge and experience, critical thinking, delegation to staff, other documents (e.g., manuals, departmental memos, program guidelines, etc.), legal mandates, laws, rules, etc. as needed.
<b>15.</b>	Evaluate mental health care policies and procedures and current program functions in order to identify problems and obstacles and to make recommendations for changes utilizing critical thinking, professional knowledge and experience, program evaluation skills, effective communication skills, delegation skills, MHSDS program guidelines, etc. as needed.

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16.	Develop various audit tools and miscellaneous forms (e.g., sign-in sheets, vacation request forms, etc.) in order to facilitate compliance with the QMAT process, MHSDS program guidelines, budget process, personnel functions, etc. utilizing desktop computer, professional knowledge and experience, supervisory skills, delegations skills, effective communication skills, manuals, etc. as needed.
17.	<b>Manage the development of various audit tools and miscellaneous forms (e.g., sign-in sheets, vacation request forms, etc.) in order to facilitate compliance with the QMAT process, MHSDS program guidelines, budget process, personnel functions, etc. utilizing staff expertise, professional knowledge and experience, supervisory skills, delegation skills, effective communication skills, etc. as needed.</b>
18.	<b>Manage the MHTS system in order to ensure that the system is working to its fullest potential, (e.g., staff has needed access, staff are utilizing appropriately, etc.), producing reliable and timely management reports, and that those reports are distributed appropriately (e.g., Court Monitor, HCSD, Warden, HCM, staff, etc.), etc. utilizing various information updates (e.g., from HCSD, Institution Division, institution executive staff, etc.), knowledge of the system's purpose and software, etc. as needed.</b>
19.	<b>Represent the department in various situations related to the mental health department (e.g., negotiate with bargaining units, respond to inmate lawsuits, subpoenas, and/or requests for information, testify as material witness, etc.) utilizing departmental legal representation, professional knowledge and experience, C-files, UHR, effective communication skills, coordination with Attorney General's Office, program guidelines, local and departmental policies and procedures, etc. as needed.</b>
20.	<b>Coordinate with custody staff in emergency situations (e.g., lockdown, riots, natural disasters, suicides, bomb threats, etc.) by providing mental health expertise and staff in order to respond quickly and effectively to the situation and help maintain the safety and security of the institution utilizing mental health care staff, disaster response policies and procedures, clinical knowledge, effective communication skills, crisis intervention techniques, coordination with custody staff, etc. as needed.</b>
21.	<b>Consult with executive staff regarding conflict resolution, stress management, etc. for their staff in order to improve communication between staff members, promote the development of a safe work environment, etc. utilizing clinical knowledge, effective communication skills, knowledge of the theory and techniques of conflict resolution, and stress management, etc. as requested by executive staff.</b>

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22.	Train senior mental health staff in areas such as conflict resolution, stress management, new mental health theories and research, effective supervisory skills (e.g., progressive discipline, EEO, etc.), QMAT, policies and procedures, etc. in order to provide a safe work environment, ensure compliance with MHSDS program guidelines and ethical standards of professional mental health care, etc. and ensure that professional staff function within the scope of their license utilizing knowledge of the ethical standards of various professions, laws, rules, regulations, effective communication skills, professional knowledge and experience, professional journals, current knowledge of supervision and licensing standards, etc. as needed.
23.	Provide various training programs (e.g., documentation guidelines, how to use the MHTS, complete appropriate mental health forms, suicide prevention, signs and symptoms of mental diseases, court mandates, stress management, conflict resolution, etc.) for all staff, including custody when requested, in order to provide continuing education credits and current information, increase staff awareness of mental illness within an institution environment, increase the effectiveness of custody and mental health staff in working with inmates, ensure compliance with departmental policies and procedures, rules, laws, regulations, etc. utilizing workshops, current knowledge, written materials, in-service training manuals, in-service training, effective communication skills, etc. as needed.
24.	Direct all-staff meetings in order to share information, discuss problems, increase staff communication, discuss training needs, etc. utilizing information from HCSD/Institution Services Division, Warden, HCM, Health and Safety, appropriate literature/materials supporting the agenda, effective communication skills, meeting organizational skills, etc. as needed.
25.	Manage the dissemination of necessary information about mentally ill inmates (e.g., MHSDS program guidelines, staffing ratios, inmate census, etc.) to the Health Care Placement Unit (HCPU), Parole Outpatient Clinic (POC), Classification & Parole Representative (C&PR), Case Records, etc. in order to facilitate transfers of mentally ill inmates to other institutions or different state/county agencies, or their release to the community, etc. utilizing effective communication skills, effective organizational skills, various reports (e.g., C-files, personnel reports, mental health population cap, bed count, daily census report, staffing ratio, parole list, etc.) from HQ, Wardens, Custody, QMC, C&PR, POC, other mental health staff, etc. as needed.
26.	<b>Participate in strategic planning for the institution in conjunction with all disciplines (e.g., health care, custody, records, etc.) in order to develop short and long term goals for the institution that take into account the needs of the mental health care program as well as other programs in the institution utilizing effective communication skills, knowledge of the various disciplines functions and needs, knowledge of mental health discipline and projections, etc. on an annual basis.</b>
27.	<b>Manage prioritization of daily functions including crisis interventions within the mental health department in order to organize, prioritize and respond to institutional and program needs, and assign multiple mandates that are directed toward the mental health team utilizing effective supervisory skills, knowledge of institutional needs and mental health systems, critical thinking, effective organizational skills, etc. on a daily basis.</b>